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Strayer

Strayer's Shorter Shorthand

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STRAYER'S * SHORTER SHORTHAND.

A system of Shorthand that can be
LEARNED QUICKLY,
WRITTEN RAPIDLY,
and READ EASILY.

Intended for use by
EVERYBODY
and the rest of the English Speaking World

By
S. IRVING STRAYER,
President of Strayer's Business College,
Author of Strayer's Universal Shorthand.

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BY
S. IRVING STRAYER

PREFACE.

Strayer's Shorter Shorthand, as taught in this book, can be learned in a small fraction of the time required to learn the systems of shorthand now in general use, and, when learned, is speedy enough for all kinds of ordinary amanuensis stenographic work, and can be read with absolute certainty.

It is just the thing for the person who needs shorthand for his own use in taking notes, making memorandums, or in writing and re-writing sermons, editorials, magazine articles and the like. It is just the thing for the preacher, lawyer, editor, author, teacher, student, etc., and it is just the thing for the person who wishes to fit himself quickly for an office position as stenographer or private secretary. It is just the thing for all of them, because it can be learned so quickly and read with such absolute certainty. Those are the two points in which it differs so radically from all that has ever before been offered to the public in the line of shorthand that it stands in a class by itself.

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The author confidently believes, and expects soon to have thousands of testimonials to prove, that the entire system can be learned in six weeks, or less time, by any intelligent person who will study and practice faithfully one hour each day, and if it can be learned in so short a time, it should be learned by every man, woman and child who can read and write, with a few exceptions.

Learn it, and send in your testimonial concerning the time required for you to learn it, and then when you have proved for yourself what a good thing it is, recommend it to all of your friends who would be benefited by it, and oblige

THE AUTHOR.

NOTE.—The last page of this book has been ruled so that you can easily keep a record on it of the number of hours you spend in learning this system of shorthand. Use the record page and report the result.

STRAYER'S BUSINESS COLLEGE.

Strayer's Business College, No. 225 East Baltimore St., Baltimore, Md., the home of this system of shorthand, began its career in Baltimore in the fall of 1892. It opened with nine students, and four rented typewriters. Something about its growth can be judged from the fact that its report made January 1st, 1900, showed that 546 different students, from ten different states, had attended it during the year 1899; that its tuition receipts for the year had amounted to considerably more than \$10,000; that it then kept eight teachers busy day and night; that it owned more than fifty Remington and Smith Premier typewriters, besides some machines of other makes; and that it had, during the year, leased and equipped a College Boarding Hall in the nicest residence section of Baltimore, at a cost of over \$1,400, at which to furnish board and room to its out-of-town students at the rate of \$2 a week.

Strayer's Business College is now the leading Business College of Baltimore, and it is still growing. It has very fine school rooms, the best of teachers, and exceptionally thorough, practical, and complete courses in Shorthand, Typewriting, Bookkeeping, etc., etc. Its charges for tuition are much lower than those of similar schools. It furnishes all text-books and stationery free, and it guarantees a situation for every one of its graduates. Do not allow any person of your acquaintance to go to Business College without first getting its catalogue.

STRAYER'S SHORTER SHORTHAND.

Lesson 1.

In learning the alphabet, study and practice the first five lines of the first and second perpendicular columns until you know them thoroughly; then study and practice the first five lines of the third and fourth perpendicular columns until they are mastered; after that, learn the next five lines of the first and second perpendicular columns; then learn the four small letters in lines nine and ten; and after that, learn the remainder of the alphabet. When the alphabet is taken in sections in this way, it is easy to learn. We think it can be learned quickest by writing an entire line of p and b; then an entire line of t and d; then an entire line of ch and j; and so on. The student should think of the name of each letter as it is written, or better still, pronounce it aloud.

Go over the alphabet, writing an entire line of each pair of letters, until you know the shorthand alphabet as well as you know the alphabet of ordinary writing; a hundred times or more, if necessary.

All of the letters should be written downward except those in the fifth and tenth lines: r, rm, u, ah, l, sh, y, w, which are always written upward.

All of the letters are light lines except the first seven letters in the second perpendicular column and the first five letters in the fourth perpendicular column, which are shaded.

The large letters should be made of uniform length, and the little letters found in the third and fourth perpendicular columns should be made only one-fifth as long as the large letters.

ALPHABET.

1	\	p	\	b	\	i	\	oj
2	l	t	l	d	l	a	l	oo
3	/	ch	/	j	/	e	/	ow
4	—	k	—	g(a)	—	o	—	aw
5	—	r	—	rm	—	u	—	ah
6	—	m	—	(mp) (mb)				
7	—	n	—	ng				
8	(th)	s				
9	—	f	—	v	—	wh	—	h
10	—	l	—	sh	—	y	—	w
11	—	x	—	(tw) (dw)				
12	—	c	—	(q) (kw)	—	z		

Do not take the next lesson until the alphabet has been thoroughly mastered, since the remaining lessons can be learned much quicker if the alphabet is well known.

In writing shorthand, it will be found better to hold the pencil between the first and second fingers instead of in the usual manner, between the thumb and first finger. The student is advised to use a soft medium pencil. We recommend as the best cheap pencil the No. 140 Eagle pencil; as the best expensive pencil, the Dixon stenographic pencil No. 490, soft medium.

Directions for Studying and Practicing the second, third, fourth, fifth and sixth lessons.

Learn the rules thoroughly.

Spell out all the words in the shorthand.

After you have finished spelling out the words in the shorthand, write an entire line of the shorthand character for each word, thinking each time how the shorthand character and the position spell the word. When you have finished the lesson once in that way, go over it again and again in the same way, ten times, or more, if necessary, until you can write all of the words readily from the key, without looking at the shorthand, and without making any mistakes.

When you have mastered the shorthand so that you can write it from the key as above directed, practice each word of the writing exercise in the same way, until you can write all of those words without hesitancy.

Review all that you have learned thus far before beginning work on the next lesson. In reviewing, read all of the rules carefully, and practice writing all of the shorthand and all of the writing exercises that you have been over.

STRAYER'S SHORTER SHORTHAND.

Lesson 2.

In shorthand, we omit most of the vowels and indicate what vowel is to be read after the first consonant of each word, by the position, with reference to the line, in which we write the first consonant.

Whenever the first consonant of a word is written up above the line, either e, i or oi, is to be read after it. See lines 1 and 2.

Whenever the first consonant of a word is written resting on the line, like ordinary writing, either a, o, ah or aw, is to be read after it. See lines 3 and 4.

Whenever the first consonant of a word is written crossing the line or under it, either u, oo or ow, is to be read after it. See lines 5 and 6.

When the first consonant of a word is a little letter and is followed by a large letter written downward, the large letter is placed to show the position instead of the little letter. See line 7.

If a word begins with a vowel, that vowel is written and the vowel following the first consonant is indicated by the position of the consonant. See line 8.

Commit to memory that the first place vowels are e, i, oi; the second place vowels a, o, ah, aw; and the third place vowels u, oo, ow; and that the first position is above the line, the second position resting on the line, and the third position crossing the line except for the little letters and the horizontal letters like k, g, m and n, in which case it is under the line. Commit the vowels and positions to memory so thoroughly that you can take

a book or newspaper and tell without hesitancy in which position every word in it should be written.

When a small letter is a word without any vowel being indicated by the position, we write it in its natural position according to the vowel scale, as a, you and I, are written in line 11. When a word containing one or more large letters is spelled in full, so that no position is needed to show a vowel omitted, we still write it in the position in which it would appear if its vowel were omitted, like the words up, am, it, at and each, are written in line 11.

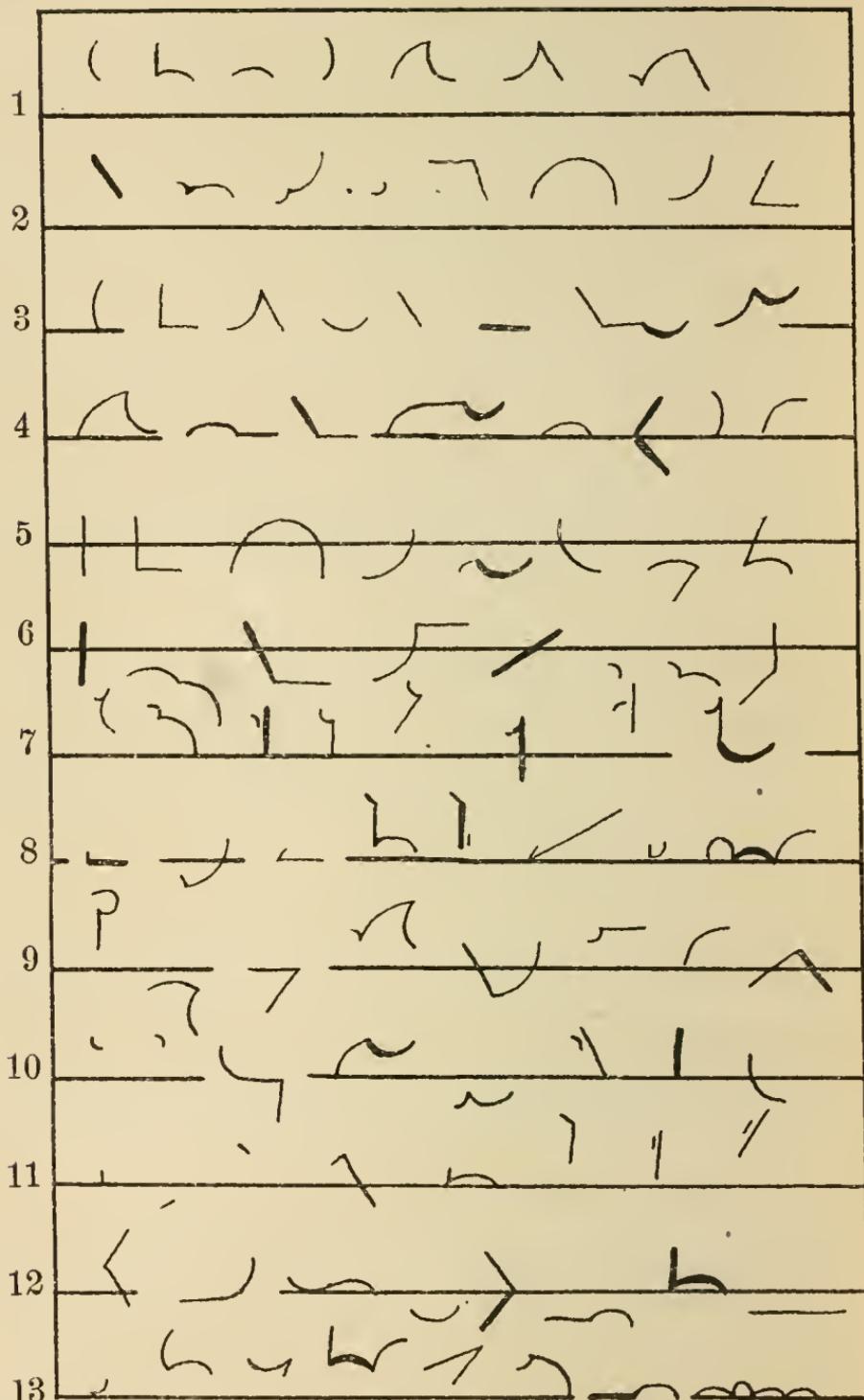
When for any reason the letters or parts of a word will not join easily, they may be written disjoined, but in all such cases the parts of the word must be written real close together, as in the words had and yet, in line 7, and the word idea, in line 8.

If a word has more than one vowel in it, only the vowel following the first consonant, is indicated by the position, and the other vowels are usually omitted, but in any case where this does not make the word plain enough, other vowels may be inserted as needed, to make the word as plain as print.

Notice by referring from the shorthand to the key, that in shorthand, words are spelled as they sound and not according to the ordinary spelling. Some shorthand characters would spell more than one word but that is only the case with simple outlines, and in such cases, the sense of the sentence containing them would indicate clearly which word should be read.

Notice that the letter ng, is used for ing, as in the word lacking, in line 4, and waiting, in line 7.

In learning this lesson follow the directions given on page 9.



KEY.

1. The, time, my, see, life, ship, help.
2. Be, him, wish, we, keep, live, she, check.
3. They, take, shape, know, pay, go, packing, showing.
4. Laugh, make, back, lacking, may, job, say, low.
5. To, took, love, shoe, young, few, much, chum.
6. Do, move, book, shook, room, who, whom, touch.
7. With, have, had, what, which, would, yet, waiting.
8. Ago, issue, echo, item, idea, error, away, example.
9. Quite, mouth, catch, health, push, week, law, rub.
10. Why, he, fact, long, one, hope, day, few.
11. A, you, I, up, am, it, at, each.
12. Cheap, cash, name, new, page, come, damp, cook.
13. Way, them, any, temple, reach, wave, game, maximum.

WRITING EXERCISE.

1 rock, 2 pack 3 top, 4 chime, 5 boom,
6 thy, 7 me, 8 no, 9 high, 10 leave, 11 by,
12 quit, 13 shop, 14 baking 15 looking, 16 rich,
17 how, 18 odd, 19 now, 20 wait, 21 out,
22 head, 23 doing, 24 watch, 25 came, 26 thing,
27 along, 28 to-day, 29 half, 30 teach, 31 nothing,
32 sigh, 33 pick, 34 fish, 35 tame, 36 lath,
37 home, 38 view, 39 going, 40 look, 41 quote,
42 joy, 43 hauling, 44 catch, 45 quick,
46 back, 47 knew, 48 wedge, 49 rob, 50 fee,
51 cup, 52 walking, 53 white, 54 lock, 55 wing,
56 heating, 57 dock, 58 hack, 59 heap, 60 shave,
61 faith, 62 Ida, 63 autumn, 64 atom, 65 egg,
66 ache, 67 ash, 68 ripe, 69 twitch, 70 hang,
71 damp, 72 weave, 73 wheat, 74 hiding, 75 tack,
76 lime, 77 thick, 78 ream, 79 youth, 80 air,
81 owing, 82 ear, 83 leap, 84 dish, 85 rage,
86 maxim, 87 varying, 88 tumble, 89 both,
90 like, 91 queen, 92 wash, 93 wrong, 94 twit,
95 tooth, 96 tax, 97 box, 98 neck, 99 camp,
100 baggage.

STRAYER'S SHORTER SHORTHAND.

Lesson 3.

A small circle is used for s and a large circle for ses, sez, zez and similar sounds. See lines 1 and ~~2~~ 3

A small loop is used for st and a larger loop for str. See lines ~~3~~ and ~~4~~. ~~s - s~~

The s and ses circles and the st and str loops may be formed at either the beginning or end of letters, according to where they are to be read, but should always be formed on the right hand side of p, b, t, d, ch and j, and on the upper side of k, g, r and rm, and on the inner side of curved letters, except that when s comes between two other letters, the circle may be formed on the most convenient side.

The s circle may be formed on the same side of little letters as on the large letters of the same shape, but the st and str loops are never formed on the little letters.

The stroke s learned in the alphabet, should be used whenever s is the only part of a syllable that is written, as in the words seeing and saying, in line 9.

If a word ends with sy or ty, or with s or t followed by any vowel to form a syllable, the s or t stroke, as learned in the alphabet, is written, and the y, or vowel, may usually be omitted, but persons preferring to do so, may write the y or vowel, to secure greater legibility. See line 10.

It is a general rule in shorthand that there should be a stroke for each syllable of every word, as in line 10 in this lesson, and students will do well to remember this rule and follow it in their writing, since shorthand in which each stroke with its attached circles, loops, or hooks, forms one of the syllables of a word, is very easy to read.

In learning this lesson, follow the directions given on page 9.

KEY.

1. Such, said, seek, sir, same, seen, save, south.
2. Choose, pass, does, case, loss, shoes, this, things.
3. Passes, chooses, rises, losses, voices, noises, faces, releases.
4. Stop, stage, stuck, store, stamp, stove, stuff, still.
5. Past, test, cost, rest, least, fast, must, castings.
6. Straight, stretch, poster, strong, strive, master, faster, casters.
7. Besides, sample, risk, notice, size, west, passage, deceive.
8. Twist, since, reasons, succeed, system, decide, testing, disposed.
9. Seeing, saying, missing, exist, packages, ask, assume, aspire.
10. Busy, lazy, dusty, pity, dizzy, rusty, empty, noisy.
11. Office, strength, success, excess, desires, discussed, noticed, reduced.
12. Sells, us, using, used, whose, was, yes, sweet.
13. Is, as, his, has, ease, easy, ways, squeak.

WRITING EXERCISE.

1 rise, 2 soon, 3 wise, 4 last, 5 receipt, 6 choice,
7 some, 8 business, 9 lease, 10 days, 11 costing,
12 passing, 13 season, 14 school, 15 city, 16 once,
17 receive, 18 raise, 19 sign, 20 cask, 21 necessary,
22 step, 23 most, 24 cases, 25 lasting, 26
beside, 27 just, 28 stock, 29 reason, 30 less, 31
justice, 32 stamps, 33 possessed, 34 selling, 35
safe, 36 these, 37 necessity, 38 eggs, 39 keys, 40
soap, 41 basin, 42 boys, 43 knows, 44 assist, 45
caused, 46 amazed, 47 raised, 48 source, 49 east,
50 post, 51 star, 52 spoke, 53 besides, 54 gas, 55
noise, 56 mixed, 57 steam, 58 suggest, 59 cause,
60 cease, 61 resist, 62 those, 63 horizon, 64 dies,
65 moist, 66 string, 67 reams, 68 strolling, 69
straps, 70 self, 71 sale, 72 sash, 73 guess, 74 because,
75 hasten, 76 music, 77 amused, 78 sausage,
79 refused, 80 abused, 81 missed, 82 pasty,
83 disguise, 84 dismissed, 85 desk, 86 escape, 87
waste, 88 goes, 89 losing, 90 house, 91 twice, 92
speak, 93 task, 94 distance, 95 best, 96 arise, 97
slack, 98 postage, 99 storm, 100 fences.

STRAYER'S SHORTER SHORTHAND.

Lesson 4.

We indicate that l is to be read after p, b, t, d, ch or j, by forming a small hook at the beginning of the letter on the right hand side; after k, g, r or rm, by forming a small hook at the beginning on the upper side; after any curved letter, by forming a small hook at the beginning on the inner side. See lines 1, 2 and 3.

We indicate that r is to be read after p, b, t, d, ch or j, by forming a small hook at the beginning of the letter on the left hand side; after k, g, r or rm, by forming a small hook at the beginning on the under side; after m or n, by forming a small hook at the beginning on the inner side and shading the letter; after any other curved letter, by simply shading the letter. See lines 4, 5 and 6.

No hooks are ever formed at the beginning of mp or ng and r or l following them is written, as learned in the alphabet.

L or r following the little letters may be represented in just the same way as following the large letters of the same shape.

If a word begins with l or r, the l or r is written as learned in the alphabet, since the shorter way of representing l or r, taught in this lesson, can only be used where l or r follows some other letter.

If a word ends with ly or ry, or with l or r followed by any vowel to form a syllable, the l or r stroke, as learned in the alphabet, is written, and the y, or vowel, may usually be omitted, but persons preferring to do so, may write the y, or vowel, to secure greater legibility. See line 11.

Words are sometimes divided into syllables differing from their usual syllabic division in order to get more abbreviated and consequently quicker formed outlines for them. As examples of this principle, see the word, likely, in line 3; manner, in line 5; personal, in line 9, and usual, in line 13.

Words are sometimes slurred, or have a letter that is not very prominent omitted from them in order to get an outline that can be formed quicker. As an illustration of this, praps is sometimes written for perhaps; and spos is sometimes written for suppose; although the rule given in the preceding lesson would require two strokes to be used in the word suppose to indicate that it has two syllables.

In words in which a vowel forms a syllable, the vowel is often omitted on the principle just above stated, as in the word quality, in line 2; regular, in line 8; original, in line 9; policy, in line 11, and payable and probable, in line 10; but in all such words, the vowel may be inserted if the student prefers to do so, in order to secure greater legibility.

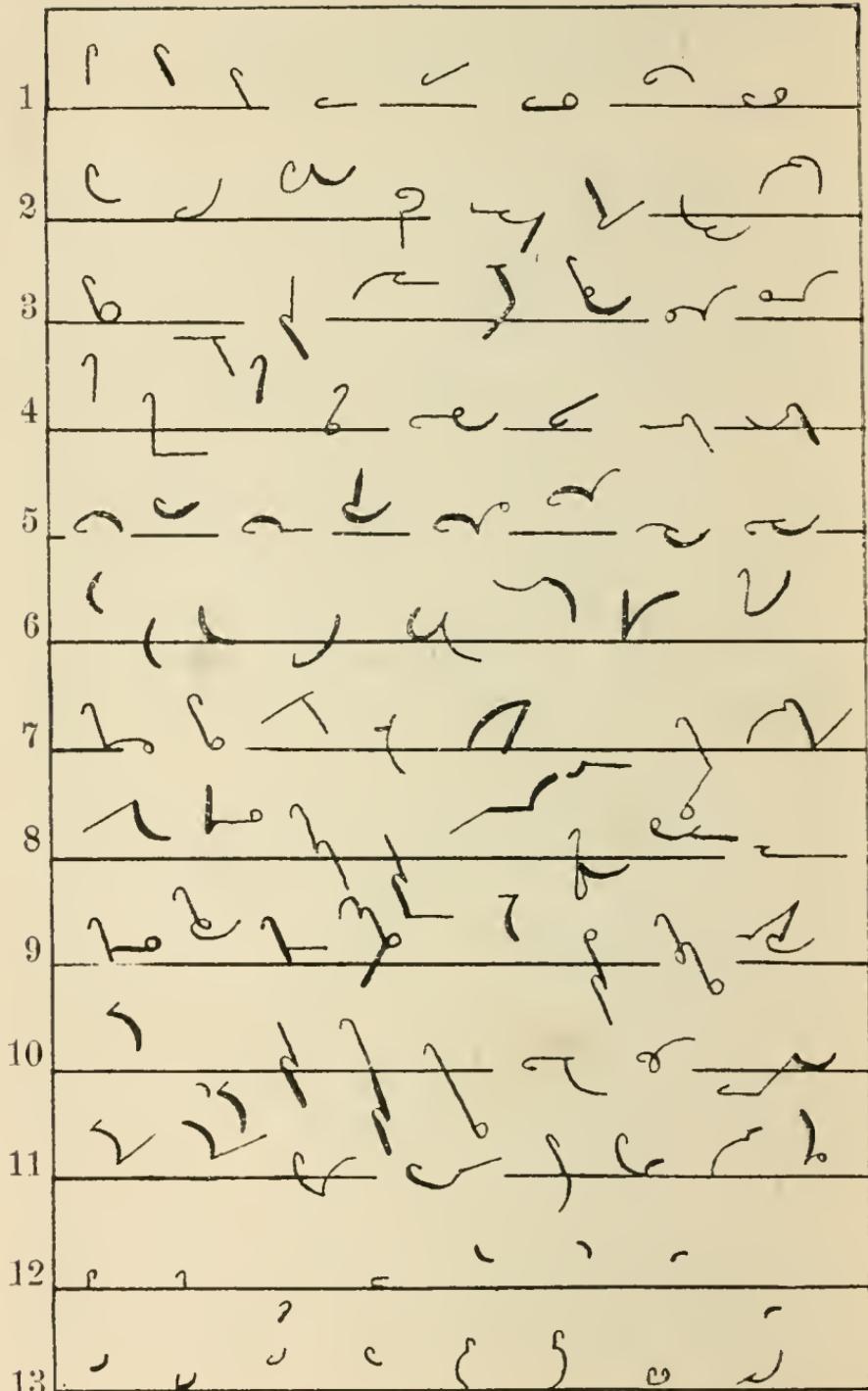
While the above abbreviating methods are in general use by nearly all professional stenographers, our students need not use them unless they wish, and if they do use them, must be careful to not abuse them; that is, to not use them to such an extent as to make their writing hard to read.

In learning this lesson, follow the directions given on page 9.

WRITING EXERCISE.

NOTE.—Do not practice this writing exercise until you have mastered the shorthand and key on the next two pages.

1 knowledge, 2 letter, 3 order, 4 offer, 5 thorough, 6 surely, 7 measure, 8 from, 9 favor, 10 whether, 11 first, 12 during, 13 before, 14 already, 15 sure, 16 allow, 17 apply, 18 carefully, 19 express, 20 yours, 21 truly, 22 sincerely, 23 general, 24 arrange, 25 impossible, 26 possible, 27 nature, 28 under, 29 establish, 30 longer, 31 well, 32 true, 33 typewriter, 34 deliver, 35 feature, 36 future, 37 carry, 38 full, 39 her, 40 grasp, 41 bear, 42 nor, 43 quart, 44 pleased, 45 far, 46 dry, 47 claim, 48 spring, 49 rule, 50 glass, 51 gather, 52 together, 53 fall, 54 final, 55 their, 56 terms, 57 hour, 58 legal, 59 fair, 60 scarce, 61 mail, 62 fail, 63 services, 64 prepare, 65 scarcity, 66 produce, 67 course, 68 dealer, 69 prize, 70 fear, 71 detail, 72 shares, 73 central, 74 nearly, 75 flourish, 76 surprise, 77 pure, 78 bring, 79 growing, 80 following, 81 perhaps, 82 break, 83 care, 84 papers, 85 parallel, 86 trifle, 87 secure, 88 exercise, 89 groceries, 90 nearer, 91 electric, 92 proceeds, 93 degree, 94 remember, 95 number, 96 water, 97 remarkable, 98 equal, 99 heretofore, 100 either.



KEY.

1. Tell, bill, play, call, real, glass, mile, nails.
2. Feel, shall, dwelling, quality, acknowledge, barrel, funnel, level.
3. Places, couple, table, likely, oblige, pleasing, small, skill.
4. Try, truck, dear, chairs, crossing, rare, copper, neighbor.
5. More, near, mark, dinner, morals, merely, manner, corner.
6. There, through, for, assure, dwarf, never, dollar, treasure.
7. Promise, place, reply, worth, large, work, purchase, laborer.
8. Refer, decrease, proper, public, regular, trusting, single, o'clock.
9. Progress, personal, broker, expressage, other, supply, prosperous, original.
10. Ever, however, payable, probable, purpose, careful, wholesale, coloring.
11. Every, very, fully, narrow, policy, failure, lawyer, serious.
12. All, are, our, or, where, here, year, your.
13. Were, aware, will, while, although, also, always, usual.

STRAYER'S SHORTER SHORTHAND.

Lesson 5.

F or v following straight letters may be represented by a small hook at the end of the letter, on the right hand side of p, b, t, d, ch or j, and on the upper side of k, g, r, or rm, but f or v following curved letters is always written as learned in the alphabet. See line 1.

The syllable tive following straight letters may be represented by a large hook at the end of the letter, on the right hand side of p, b, t, d, ch or j, and on the upper side of k, g, r or rm, but tive following curved letters is always represented by the letter t with the v hook. See line 2.

N following straight letters may be represented by a small hook at the end of the letter, on the left hand side of p, b, t, d, ch or j, and on the under side of k, g, r or rm, and n following the curved letters may be represented by a small hook at the end, on the inner side. See line 3.

The syllable shun following straight letters may be represented by a large hook at the end of the letter, on the left hand side of p, b, t, d, ch or j, and on the under side of k, g, r or rm, and shun following curved letters may be represented by a large hook at the end, on the inner side. See line 4.

S following f, v, tive, or shun, may be added by forming the s circle within the f, v, tive, or shun, hook. See line 5.

Ns following curved letters may be represented by the n hook with the s circle formed within it, but ns follow-

ing straight letters is represented by a small circle at the end of the letter, on the left hand side of p, b, t, d, ch or j and on the under side of k, g, r or rm. See lines 5 and 6.

Nses following curved letters is represented by the n stroke followed by the ses circle, but nses following straight letters may be represented by a large circle at the end, on the left hand side of p, b, t, d, ch or j and on the under side of k, g, r or rm. See line 6.

Nst following curved letters is represented by the n stroke followed by the st loop, but nst following straight letters may be represented by a small loop at the end, on the left hand side of p, b, t, d, ch or j and on the under side of k, g, r or rm. See line 6.

Note that the ns and nses circles and nst loop, on straight letters, differ from the s and ses circles and st loop, explained in the third lesson, in that they are formed on the opposite side (on the side that the n hook is formed on, thus really including the n) and in that they are formed only at the end of letters.

F, v, n or ns, following little letters may be represented in just the same way as following the large letters of the same shape, but tive would have to be written t with the v hook; shun, sh with the n hook; and nses, the n stroke with the ses circle.

If a word ends with ny, or fy, or vy, or with n, f, or v, followed by any vowel to form a syllable, the n, f, or v stroke, as learned in the alphabet, is written and the y, or vowel, may usually be omitted, but persons preferring to do so, may write the vowel to secure greater legibility. See line 11.

The writing disjoined of parts of a word that will not join easily is nicely illustrated in this lesson by the word fashionable in line 4, stationery in line 7, engraving in line 9, and vainly in line 10. Remember that in all cases

where the parts of a word are written disjoined, they must be written real close together so that they will at once be recognized as parts of the same word and will not be taken for two separate words.

Both the abbreviated and the complete forms for the words situation and occupation are given in lines 9 and 10. A large number of words will be met in all kinds of actual work in which the student will be compelled to choose between abbreviated forms and complete forms, and each student may use whichever best serves his purpose.

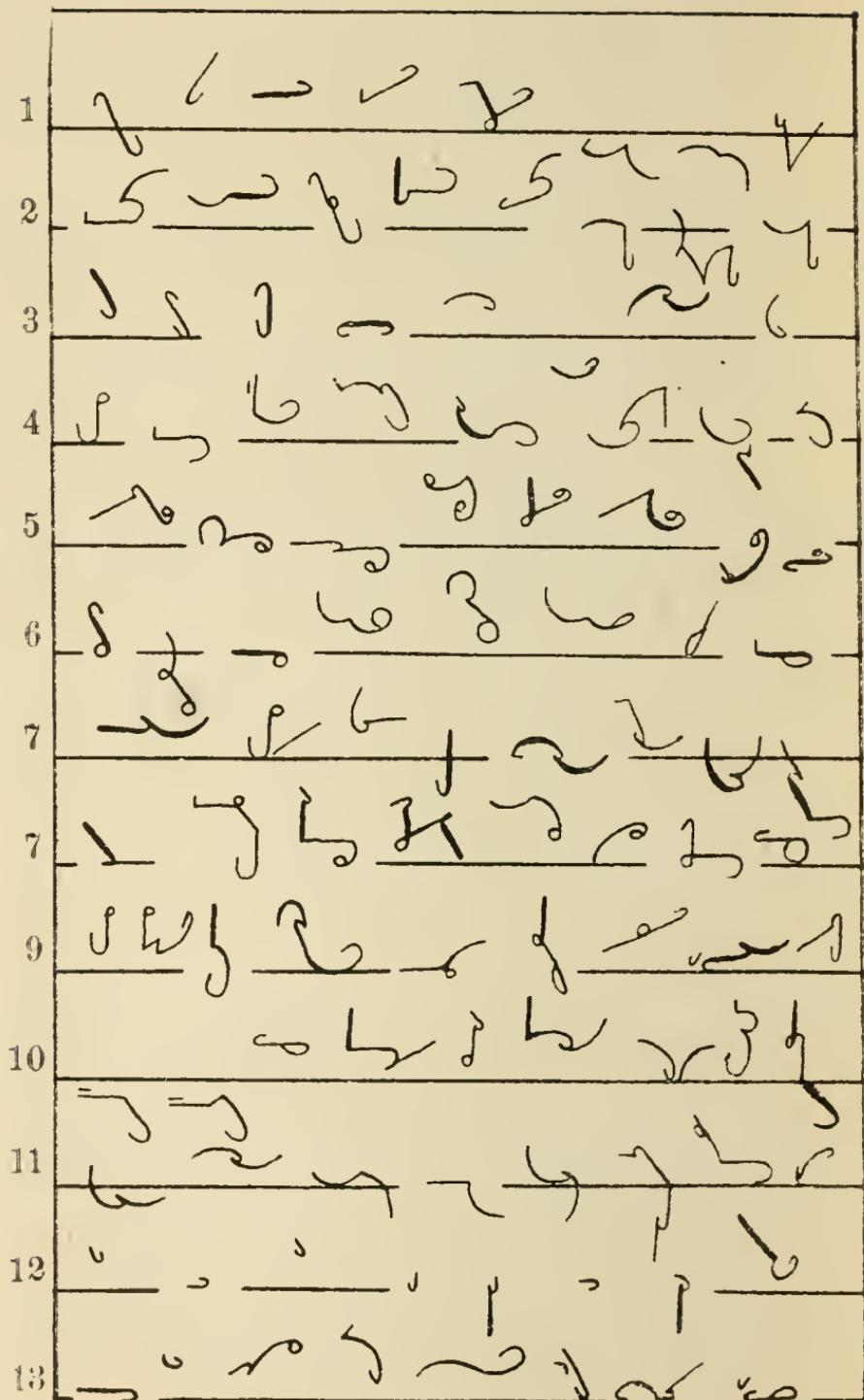
Some of the other words in this lesson for which plainer outlines could be written by persons desiring to do so, are nationality—line 4; stationery—line 7; dictionary—line 10; opportunity—line 11; navy and coffee—line 11, which could be made plainer by adding the y of the ordinary spelling.

In learning this lesson, follow the directions given on page 9.

WRITING EXERCISE.

NOTE.—Do not practice this writing exercise until you have mastered the shorthand and key on the next two pages.

1 common, 2 again, 3 contain, 4 month, 5 tariff, 6 county, 7 company, 8 reprove, 9 brief, 10 approve, 11 provoke, 12 believe, 13 green, 14 man, 15 noon, 16 lining, 17 leave, 18 loan, 19 then, 20 improves, 21 rough, 22 belief, 23 giving, 24 relation, 25 own, 26 thank, 27 sudden, 28 plans, 29 main, 30 learn, 31 remain, 32 known, 33 bargain, 34 fine, 35 sustain, 36 vacation, 37 session, 38 began, 39 proves, 40 gain, 41 broken, 42 leaves, 43 expense, 44 thinnest, 45 portions, 46 join, 47 hence, 48 adoption, 49 money, 50 refine, 51 satisfy, 52 differ, 53 influence, 54 commence, 55 astonish, 56 alive, 57 strain, 58 engine, 59 only, 60 upon, 61 open, 62 above, 63 finish, 64 over, 65 stain, 66 varnish, 67 principle, 68 appear, 69 motion, 70 behind, 71 location, 72 pardon, 73 burn, 74 achieve, 75 grave, 76 cliff, 77 love, 78 difference, 79 collectively, 80 men, 81 education, 82 cave, 83 gave, 84 ammunition, 85 commotion, 86 knife, 87 drive, 88 mines, 89 relatives, 90 relations, 91 loans, 92 gloves, 93 entrances, 94 provinces, 95 minister, 96 administer, 97 menaced, 98 musician, 99 preserve, 100 preservation.



KEY.

1. Prove, chief, give, arrive, observe, enough, move, after.
2. Actively, negative, perceptive, defective, relatively, motive, superlative, native.
3. Been, plan, drawn, grown, mean, none, learning, than.
4. Station, action, attention, impression, information, nationality, fashionable evasion.
5. Reproves, examines, connections, sensations, deserves, reference, insurance, grooves.
6. Balance, suspense, gains, fences, expenses, finest, chanced, against.
7. Giving, stationery, think, done, morning, opinion, furnish, publication.
8. Bank, acceptation, indications, undesirable, knives, loans, transaction, cleanses.
9. Situation, decision, explanation, cancel, dispensed, reserve, engraving, return.
10. Occupation, cleansed, dictionary, intense, diminish, vainly, acquisition, distribution.
11. Funny, many, navy, coffee, fancy, opportunity, inspection, alone.
12. If, of, in, an, and, on, hand, between.
13. Can, when, unless, even, mention, happen, moreover, enclosed.

STRAYER'S SHORTER SHORTHAND.

Lesson 6.

T or d following any large letter may be represented by making the letter half length. See line 1.

When hooks are formed at the end of half length letters, they are always read *before* the t or d added by the halving. See line 2.

When the s circle is formed at the end of half length letters, it is always read *after* the t or d added by the halving. See line 3.

When the s circle is formed inside of hooks at the end of half length letters, the hook is read *before* and the s circle *after* the t or d added by the halving, and by the same rule, the ns circle, when formed on half length straight letters forms the combination nts or nds. See line 4.

Once in a great while, it becomes necessary to make some arbitrary difference between words which would otherwise have the same shorthand outlines—in order to be absolutely certain which word is to be read. The two words of this class of most frequent occurrence are reading and writing which would both be correctly written r half length—ing. In this case, we suggest that write be always written w—r half length, and read, simply r half length. The stenographer should adopt different outlines for any two words which would otherwise be written exactly alike, unless the sense would enable him to know for a certainty which word was to be read, but cases where a resort to this expedient is necessary will be found to be exceedingly rare.

The common abbreviations may be used for the names of states, cities, months, companies, and for any other words which have familiar abbreviations. See line 9.

Nearly all professional stenographers use the shorthand that would spell the first, or the first and second, or one or two of the most prominent syllables of it, as an abbreviation for any long word that occurs frequently in any particular piece of work they are doing.

Writers of this system are advised to follow their example, but are cautioned against using indiscriminately abbreviations for words that have no familiar abbreviations and that are of infrequent occurrence, for fear the injudicious use of improvised abbreviations might make their shorthand illegible.

In learning this lesson, follow the directions given on page 9.

1	~ + r c ~ a p) r
2	~ + r s o ~ b s a
3	~ b o b ~ b s a
4	~ b ~ a ~ d ~ r ~
5	~ r ~ r ~ r ~ r ~
6	~ r ~ r ~ r ~ r ~
7	~ r ~ r ~ r ~ r ~
8	~ r ~ r ~ r ~ r ~
9	~ r ~ r ~ r ~ r ~
10	~ r ~ r ~ r ~ r ~
11	~ r ~ r ~ r ~ r ~
12	~ r ~ r ~ r ~ r ~
13	~ r ~ r ~ r ~ r ~

KEY.

1. Need, but, late, great, part, state, short, held.
2. Bound, land, don't, planned, mourned, determined, respond, draft.
3. Notes, dates, rates, states, goods, devotes, results, avoids.
4. Friends, amounts, payments, grafts, tends, kinds, imprints, grounds.
5. Not, that, applied, expect, except, accept, toward, according.
6. About, should, cannot, account, frequent, acquainted, attitude, dated.
7. Glad, method, present, credit, moderate, select, deserved, mailed.
8. President, getting, standing, regret, brought, tighten, pretends, fault.
9. New York, Pa., Balto., Phila., Jan., Oct., B. & O. R. R., gentlemen.
10. Mr., movement, compelled, satisfied, difficult, numbered, kindness. invent.
11. Considered, old, little, remarked, advertisement, midnight, notify, act.
12. Beyond, object, advantage, important, improved, improvement, affect, effect.
13. Shipped, shipment, department, governed, received, apt, settlement, forward.

WRITING EXERCISE.

1 put, 2 event, 3 might, 4 grade, 5 rent, 6 written, 7 canned, 8 find, 9 good, 10 depends, 11 result, 12 pleasant, 13 drygoods, 14 demand, 15 ground, 16 report, 17 cents, 18 judgment, 19 made, 20 private, 21 could, 22 prevent, 23 observed, 24 imports, 25 receipted, 26 rapid, 27 art, 28 instead, 29 kindly, 30 regarding, 31 friend, 32 paid, 33 avoid, 34 towards, 35 exactly, 36 correspondence, 37 payment, 38 hold, 39 market, 40 prompt, 41 provide, 42 attempt, 43 promote, 44 recent, 45 bright, 46 delivered, 47 remittance, 48 around, 49 amount, 50 requested, 51 world, 52 patient, 53 indirectly, 54 statement, 55 capital, 56 direct, 57 afford, 58 effort, 59 permits, 60 divides, 61 importance, 62 subject, 63 different, 64 moved, 65 advertise, 66 advertised, 67 duty, 68 immediately, 69 hundred, 70 thought, 71 without, 72 completed, 73 compelled, 74 particular, 75 agent, 76 requested, 77 noted, 78 contents, 79 respectfully, 80 obedient, 81 night, 82 feared, 83 deeds, 84 band, 85 prints, 86 brands, 87 permit, 88 paints, 89 painting, 90 plants, 91 minds, 92 debit, 93 bundle, 94 sentiment, 95 grafts, 96 gratifies, 97 body, 98 garret, 99 bold, 100 bend.

SUGGESTIONS.

When the student has thoroughly mastered the six lessons given on the preceding pages of this book, he can write anything and everything in shorthand. It is true his writing will be slow at first, perhaps no faster than in ordinary penmanship, but if he continues to write, he will grow more and more rapid, until he can write probably at least five or six times as fast as in the old way. We suggest that the student go over the text book frequently, reviewing the rules, and practicing all of the shorthand, until the desired speed has been attained.

On the following pages, will be found two short articles written in shorthand, to illustrate how the shorthand should look in ordinary work. Note that the words are written quite close together, and that spaces about one and one-half inches in length, are left after the end of each sentence, and that each part of a sentence is set off from the rest of it by smaller spaces, the length of the spaces varying according to the closeness of the connection in the sense, or in the construction of the sentence. We wish to urge all writers of this system, to use long spaces for separating sentences from each other and short spaces for separating the parts of the same sentence, since shorthand is two or three times as easy to read, when you can see just what words must be taken together to make sense.

Writing shorthand without spaces, is just like writing ordinary writing without any punctuation, and with no capital letters, and running everything together. If print was handed to you in that shape, you would probably have to go over it two or three times to get the sense, and it is just the same way with shorthand. The spaces take the place of both punctuation and capitals. Put them in intelligently, and plentifully, and we think you will have no difficulty in reading your shorthand.

If it should ever be necessary to use parentheses, or the dash,--form them with waved lines, so that they will not be mistaken for shorthand characters. The ordinary marks may be used for quotations. In writing proper names that are not familiar, it is best to write them in ordinary writing.

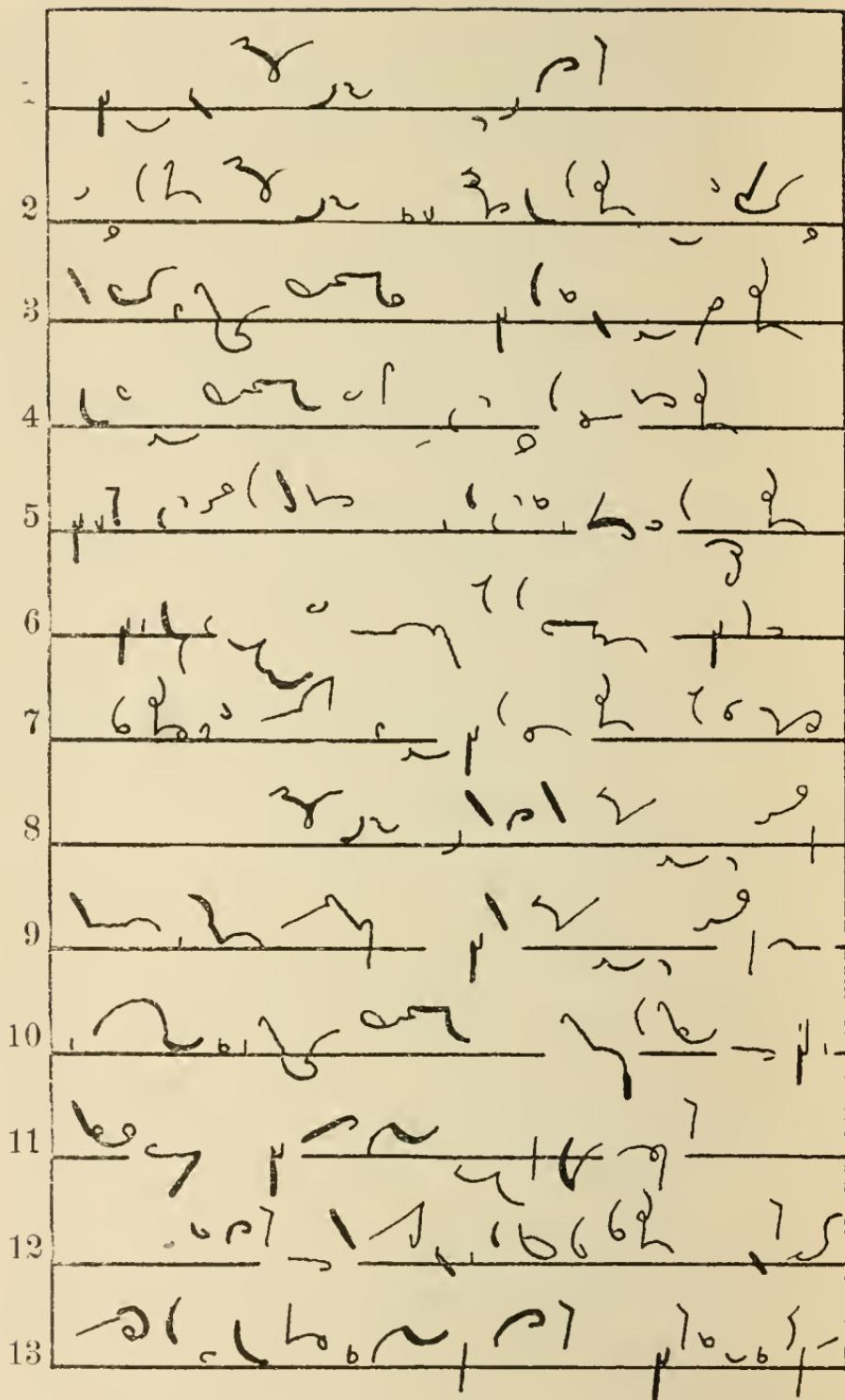
If there should be anything else you wish to know, write us about it, and let us hear from you occasionally concerning your progress, the advantage that you find this system of shorthand to you, or anything else that would be mutually interesting.

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STRAYER'S SHORTER SHORTHAND VER- SUS UNIVERSAL SHORTHAND.

As was mentioned at the beginning of this book, the two things in which this system of shorthand differs radically from the systems in general use, are the shortness of time required to learn it, and the plainness of the writing, or the ease with which it can be read.

As has already been said, this system is just the thing for the person who needs shorthand for his own use, and for the person who wishes to fit himself quickly for an office situation as Stenographer or Private Secretary. It can be learned in a few hours, is almost as plain as print, and when thoroughly mastered is speedy enough for all kinds of ordinary amanuensis stenographic work. Those facts make it desirable that almost every one who can read and write, should learn this system of Shorthand. It will be such a help to everybody and will save every one so much time, that no well educated person can afford to be unable to use it.

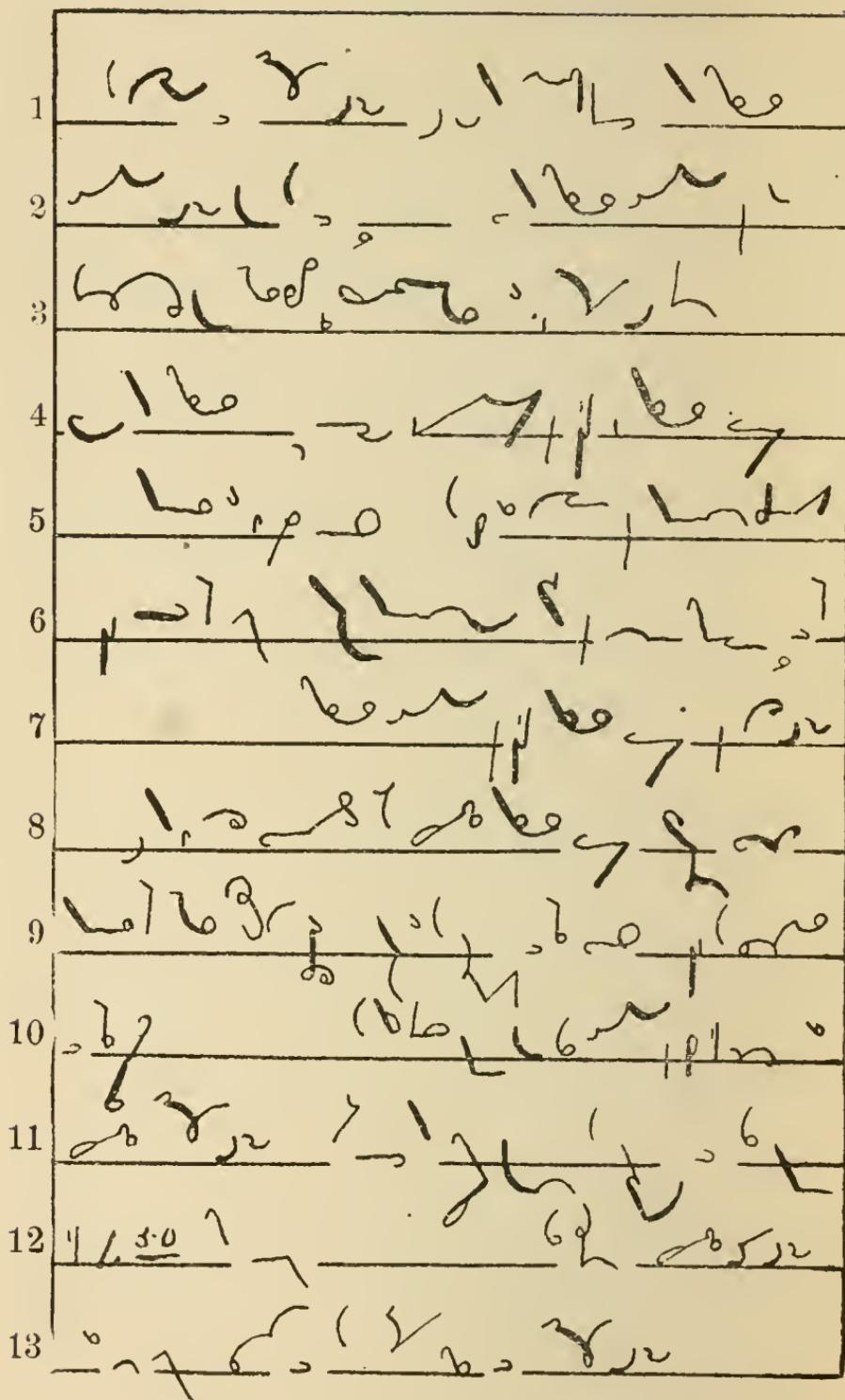


And now about Universal Shorthand. Who should learn it?

We use the term Universal Shorthand as an equivalent for the system now in general use by nearly all professional stenographers, and there is but one such system; for while one stenographer will tell you that he uses the Isaac Pitman system, and another that he writes the Ben Pitman, a third that he is a champion of the Munson system, and a fourth that nothing will compare with the Graham, and so on,—those systems are in reality all one and the same system with slight variations.

Universal Shorthand, should be learned by everyone who wishes to become a verbatim reporter, and by everyone who wishes to make a living as a professional Stenographer, provided the person can attend a Business College and remain long enough to thoroughly master it.

When learned, it can be written about a third faster than this system, but it usually requires three or four times as long to learn it, and it is not as easy to read.

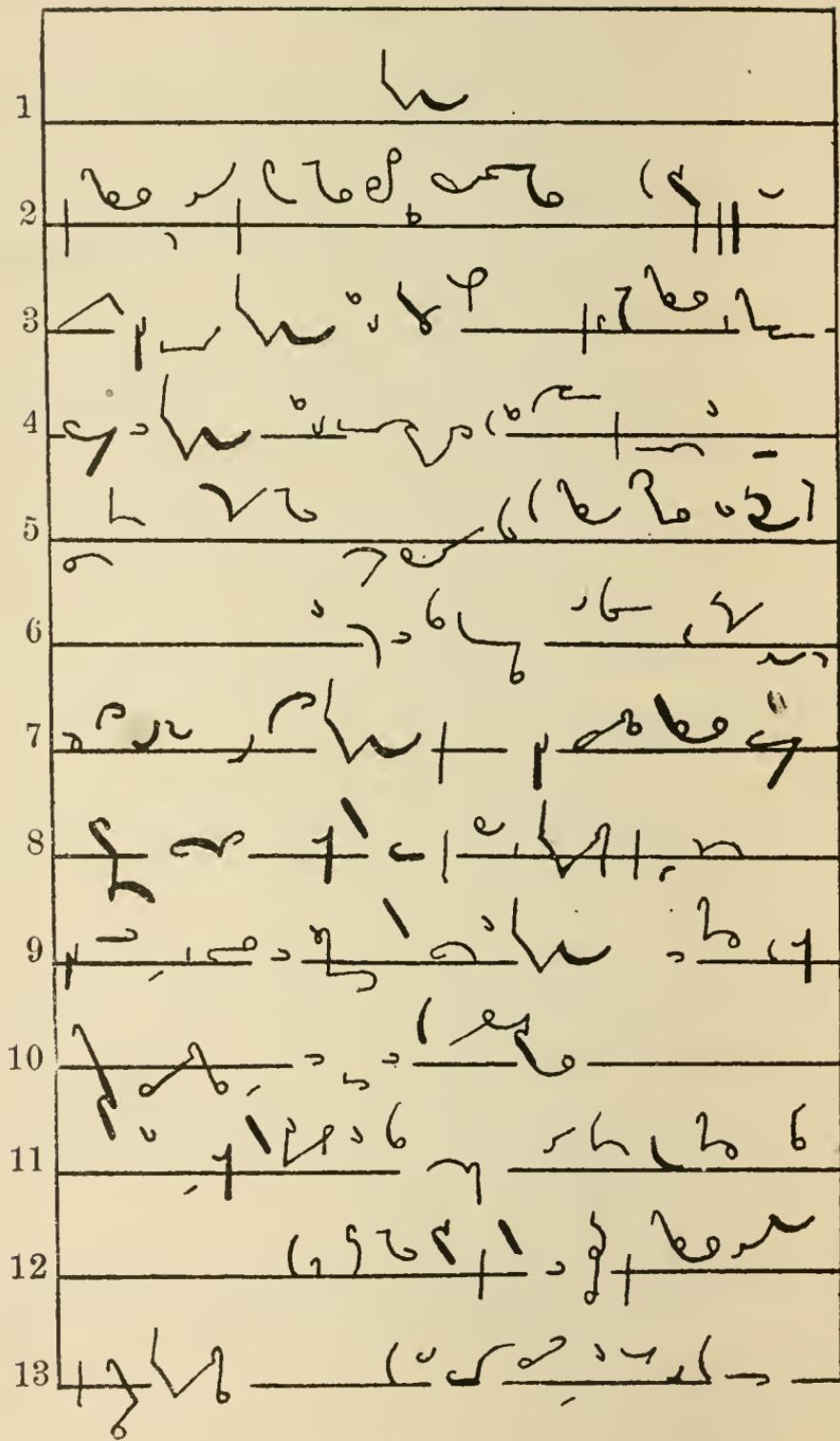


The learning of Universal Shorthand, should not be undertaken by persons wishing Short-hand for their own use, or by persons wishing to fit themselves for office situations as stenographers in a very short time, nor by persons who cannot arrange to attend a Business College; because in all such cases, the student is likely to become discouraged and give it up before becoming able to make practical use of it.

Persons wishing to attend Business College to learn Shorthand, should by all means correspond with Strayer's Business College, Baltimore, Md., because it offers exceptional inducements, both in the superiority of its courses, and the smallness of its charges.

The best text-book for those wishing to study at home, is Strayer's Universal Shorthand, which can be purchased from the publisher of this book at \$1.50 per copy.

This system, Strayer's Shorter Shorthand, is made up solely of the easier parts of Universal Shorthand.



TYPEWRITING.

To persons who wish to fill office situations as stenographers, the ability to do neat, rapid, and accurate, typewriting, is an absolute necessity; to all other persons, a practical knowledge of typewriting, is an accomplishment that is likely to come in good sometime, very often much sooner than the person expects when acquiring it.

In view of these facts, we think that every one who has learned shorthand, should learn typewriting too, and Strayer's Business College, Baltimore, Md., would be glad to send a typewriter to your home, and give you a course of instruction, by mail, in typewriting, on terms that would probably surprise you on account of their reasonableness.

If you would be interested in this matter, write them for terms, etc. They are also often able to be of assistance to persons wishing to purchase typewriters. They will gladly serve you in any way they can.

RECORD PAGE.

Weeks	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
1st.						
2d.						
3rd.						
4th.						
5th.						
6th.						
7th.						
8th.						
9th.						
10th.						

Mark in the proper space how many hours, or minutes, you spend in study each day, during whatever number of weeks it may take you to complete the course. When you have finished, send a full report, mentioning the number of hours and number of weeks you spent on it, to Strayer's Business College, Baltimore, Md.

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